

**Area:** Program Governance

**Subject:** PG02 - Policy Group Composition and Formation

**Reference:** 1304.50 (b)(1-7)

**Policy:** Composition and formation of the Central California Migrant Head Start Policy Council (MHS) and Stanislaus Head Start Policy Council (RHS/EHS) is described in each group's bylaws. Grantee will ensure that the composition and formation is as prescribed by Head Start Performance Standards.

Procedure:

1. Composition and formation of Policy Councils is described in each group's bylaws. Policy Council Composition document is revised annually (if needed).
2. Revision to Bylaws related to composition and formation must be approved by the Policy Council and Governing Body.
  - a. Requests to revise composition and formation must be placed on the Policy Council regular meeting agenda for discussion and action.
  - b. If the request is approved, a committee will be established to work on the revision.
  - c. The committee will present its recommendation to the full Policy Council for consideration.
  - d. Once the Full Policy Council has approved the Revised Bylaws related to the composition and formation of the Policy Council, the Council will submit to the Governing Body for approval.
  - e. If approved, the revised bylaws related to composition and formation of the Policy Council will become effective the next term year.
  - f. If disapproved, the committee will: be directed to continue work and return with another recommendation or the internal dispute procedure will be enacted.
3. If the revision to the Policy Council composition and formation is not approved by the Governing Body, the Binding Arbitration Agreement for Resolution of Impasse procedure will be enacted.
4. Family & Community Services Supervisor will ensure that Policy Council bylaws related to composition and formation follow Head Start Performance Standards.

**Supervised by:** Director II

**Performed by:** Family & Community Services Supervisor

**Forms needed:** N/A

**Frequency:** As needed